USER GUIDELINE

FOR

MEMBER AND EXAMINATION MANAGEMENT SYSTEMS (MEMS)

The world is moving so fast in the area of Information and Communication Technology (ICT). For the Board to continue operate remarkably it had to adopt technological changes that are taking place all over the world. In view of that, the Board developed a Member and Examination Management System (MEMS) for her Members, Candidates, Tuition Provider(s) and other stakeholders. The presence of this online system gives Board's stakeholders opportunity to register, apply, check status, process payment and access result (s) online. The effective use of this online system will increase performance, efficiency and integrity to Public, Private and General Public as a whole.

This user guideline gives system user easy way on how to interact with system wherever you are. In case you face any difficult on interaction with MEMS, please do not hesitate to contact NBAA through landline no. +255 022 2211890 – 9 for help.

How to register onto Member and Examination Management System (MEMS)

1. Go to NBAA Website (www.nbaa.go.tz) then, on the menu tabs click button "**Usajili**" OR "**Registration**"

2. On drop down menu click "**usajili wa Mtahiniwa / Mwanachama**" OR "**Candidacy / Member registration**"

3. (a) On login page: **EXISTING / CONTINUING CANDIDATE** is required to enter his/her username and password, username starts with word **cr** followed by your candidate registration number **without zero(s) at the beginning e.g.** (no space between cr and @nbaa.go.tz) then followed by @nbaa.go.tz **e.g cr12345678@nbaa.go.tz**. Your default password is 123456 (**your required to change your password after first login in order to maintain integrity and confidentiality of your data and information**).

NOTE THAT, previous data and information of the existing/continuing candidate are available in Members and Examinations Management System (MEMS). If you register as new candidate through "**Register Now**" **your application will not be processed**

Members and Examinations Management System(MEMS)

👤 Username

cr12345678@nbaa.go.tz

🔒 Password

••••••

Login

Forgot Password ❓

Register Now ≫

(b) On login page: **EXISTING / CONTINUING MEMBER** is required to enter his/her username and password, username starts with his/her membership category followed by your membership registration number (no space between membership number and @nbaa.go.tz) then followed by @nbaa.go.tz **e.g acpa12345678@nbaa.go.tz**. Your default password is 123456 (**your required to change your password after first login in order to maintain integrity and confidentiality of your data and information**).

NOTE THAT, previous data and information of the existing/continuing member are available in Members and Examinations Management System (MEMS), so no need to register as new member. If you register as new member through "**Register Now**" **your application will not be processed**

(c) (i) **NEW CANDIDATE / MEMBER** a new member is required to click "**Register now**" button as circled below: -

(c) (ii) After click "Register Now" button, you MUST fill registration form below with very accurate information since NBAA will communicate with you by using **ALL/ANY** information submitted on this form.

NOTE THAT: **MAKE SURE YOUR NAME(S) ON THIS FORM ARE EXACTLY AS THAT OF YOUR ACADEMIC CERTIFICATE (S)**

Registration Form

Apply For *		Country of Origin*
CPA Candidacy ▾		United Republic of Tanzania ▾

First Name *	Middle Name	Residence Region in TZ *
KITITUNYANTUTUMBE	NAMINYWILI	Pwani ▾

Surname *	Gender *	Address
KITUNGWA	Male ▾	P.O BOX 6958 DAR ES SALAAM

Place of Birth *	Date of Birth *	Email *
KING'ONGO	1982-01-22	kititunyantutumbe@yahoo.com

Phone #	Passport/National ID *
255222211890	1982012212470000248

Nationality *	Marital Status *
TANZANIAN	Married ▾

4.   **EXISTING / CONTINUING CANDIDATE / MEMBER- AFTER LOGIN:** You **MUST** update your personal information since NBAA will communicate with you by using ALL information on your "**Personal Details**": Go to Dashboard>Registration>Personal Details>Edit Details. Please see a picture below

5. Add all your relevant academic qualifications: Go to menu>Academic Qualifications>Add qualification.

   NOTE: Your Academic certificate (s) or any relevant certificate (s) MUST be in PDF

6. Add all your accounting professional qualifications: Go to menu>Professional Qualifications>Add Qualification

NOTE: Your Professional certificate (s) or any relevant certificate (s) **MUST** be in PDF

How to Apply onto Member and Examination Management System (MEMS)

To apply for **Candidacy/membership/Examination**, go to menu>My Applications>

Version 2.0